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**Agenda**  
**Public Records Board**  
**1:30 – 4:00 PM – November 16, 2015**  
**22 E. Mifflin St, Madison**  
**4<sup>th</sup> Floor Legislative Audit Bureau Conference Room**

1. Call to Order
2. Approval of August 24, 2015 meeting minutes \*
3. Comments from Chair
4. Committee Reports
  - a. Records Management Committee \* (Naab)
    - i. 4<sup>th</sup> Quarter Index
    - ii. RDA Checklist
    - iii. PRB-001 Revisions
  - b. Records Resource Management Committee \* (Broady-Rudd)
    - i. Guidance for Managing Social Media Records
  - c. Records Officers Council (Thompson)
  - d. Policy Committee (Blessing)
    - i. Statement of Intent
    - ii. RDA Extension Policy
5. Other Business
  - a. DET – Enterprise Content Management System
  - b. Email Guidance
  - c. 2016 PRB Schedule \*
6. Adjourn

Next scheduled meeting: to be determined.

**\* Scheduled Action Items**